

MUSEUM ARCHIVIST

DEFINITION: Under general supervision, performs technical archival work of moderate difficulty in identifying, assessing, and describing historical documents and photographs; preserves, processes and makes records available and retrievable for public research and use; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Creates, organizes and maintains an archival material management system for historic documents, historic legal court documents, oral histories, maps, photographs, audio/visual recordings and related archival and historical records; develops and implements archives, management policies, procedures and forms; maintains archival collection control; directs preparation of document descriptions and reference aids.

Catalogues, re-houses, organizes and interprets the materials collected according to archival principles; makes them accessible to the public; monitors storage rooms, provides security and physical protections for archival collections; examines, handles and makes conservation assessments for care and preservation; orders conservation materials and equipment required for the photographs and paper documents in the collection; studies, inspects and appraises records or collections to determine whether they are accessionable.

Arranges for the transfer of records and collections including sorting, screening, identifying, classifying, listing, packing, tagging and delivering to receiving official, organization or storage area; responds to requests for use of archival material; develops and issues lending and research permits for archival material; provides training to staff in archival principles and techniques; attends meetings, conferences, seminars and workshops.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of archival principles, methods and practices.

Knowledge of records management principles and procedures.

Knowledge of the care and preservation of archival material.

Knowledge of the Navajo culture.

Knowledge of computer applications.

Skill in oral communications.

Skill in written communications.

Skill in reading and writing in clear and logical form.

Skill in establishing and maintaining effective working relationships.

Skill in interacting with others with whom one comes into contact during the course of the workday.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Anthropology, Museum Science, Curatorial Science, History or related field; and two (2) years experience performing archival management or research; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 3293
Natural Resources and Parks Series
Museum Group
Overtime Code: Non-Exempt
Pay Grade: 64

MUSEUM ARCHIVIST

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.